

Appendix H: eAVIATRS User Guide

Tips for writing eAVIATRS reports with a maintenance-related contributing factor

When describing **WHAT** happened, recommend addressing these key facts in the “**Narrative**” section:

SYSTEM AFFECTED: Airframe, Electrical, Hydraulic, Avionics, Flight controls, Emergency Equipment, Landing Gear, Fuel, etc.

WHO (Role of Person(s) involved; or that discovered the error/issue): mechanic, supervisor, QA, aircrew

EVENT TYPE. Common types: servicing, installation, GSE, FOD, towing, tool control, injury, aircraft damage

LOCATION: Ramp, hangar, in-flight, back shop, fuel farm, etc.

PHASE of Maintenance: Scheduled, unscheduled, FCF/TF, Component build-up, Jacking, Towing, De-icing, Loading, Unloading, Ground check, Engine run, Ground, Pre/post flight, Fueling

SHIFT: Days, Nights, Mids

Address **HOW & WHY** the mishap occurred in the “**Add'l Findings**” section using the below guidance:

Aircraft design, configuration, parts: Config variation, parts hard to see, parts not available, deficient component, poorly marked, easy to install incorrectly, deficient component, inaccessible, complicated

Job/task factors: Awkward position, negative habit pattern, long duration, forceful exertion, repetitive/monotonous

Written policies/ procedures: Checklist error, fleet/unit norm, inaccurate procedures, confusing, not documented, not available, nonstandard ops, inadequate policies/procedures, procedure not followed

Equipment, tools, safety equipment: Inappropriate for task, mis-calibrated, not available, lost tool, incorrectly or not labeled/marked, broken, cannot use in environment, not used

Individual factors: Fatigue, proficiency, inadequately trained, workload, memory lapse, health, stress, long workday, interruption, distraction, experience level, inadequate skills, self-induced pressure, assertiveness

Communications: Between mechs, between shifts, between sup & mechs, between sups & mgmt, briefings, different shifts, difficult/lost comms

Supervisory/Organizational: Manpower/staffing, mis-prioritization, delegation, inadequate trng, resources, recordkeeping, rushed, planning, norms, unrealistic expectations, lack of teamwork, quality of mgmt support, processes/procedures not followed, processes/procedures not documented

Environmental: Indoor/outdoor, temperature, noise, wet, ice, heat, cold, surface

Facilities: Lighting, ventilation, layout, ramp markings, HAZMAT, cleanliness, congested, disorganized, power sources